

School Lunch Equipment (ARRA)

The following required documents need to be mailed to SDE for School Lunch Equipment (ARRA) reimbursement requests:

1. Documentation of Bid Process – Please submit copies of all bids. If you received phone bids or compared pricing among product catalogs, please submit documentation of these activities.
2. Purchase Order
3. Delivery Receipt
4. Packing List
5. Invoice for Equipment
6. Invoice for Delivery/Installation

We will not be able to approve any reimbursements until additional paperwork has been received. Please contact Ed Herrera, Dennis McNees or Melissa Cook with any questions at 208-332-6820 or EHerrera@sde.idaho.gov, DWMcnees@sde.idaho.gov or MACook@sde.idaho.gov.